

## OUTLINE OF PROCEDURE FOR CONSTRUCTION OR ENLARGEMENT OF DAMS AND RESERVOIRS WITHIN STATE JURISDICTION

1. File application for water rights with State Water Resources Control Board, Division of Water Rights, 1001 I Street, Sacramento, CA 95814 (Section 303, California Code of Regulations Title 23.) Evidence of water rights is required before construction or enlargement can be approved.
2. File application for construction or enlargement of dam. Include:
  - a. **Application forms (DWR 3) in duplicate** to Department of Water Resources, Division of Safety of Dams, P. O. Box 942836, Sacramento, CA 94236-0001, (2200 X Street, Suite 200 Sacramento, CA 95818), plus one copy to State Department of Fish and Game, Room 1206, Resources Building, 1416 Ninth Street, Sacramento, CA 95814, if the dam is in a stream. (Section 6500, Water Code\*) **Sign all copies.**
  - b. Plans prepared by registered civil engineer (or Soil Conservation Service engineer). Such plans are filed in duplicate in the form of paper prints. Preliminary prints should be submitted for comments.
  - c. Specifications in duplicate. Preliminary specifications should also be submitted for comments.
  - d. Filing fee.
  - e. Certain additional information may be desirable, or may be required, depending upon the magnitude of the project. Such information may include soils data, logs of borings or other exploratory data, geologic reports, hydrologic data, structural and hydraulic design notes, etc.
  - f. Comply with requirements of CCR 310(f)2, regarding environmental documentation.
3. After the Division of Safety of Dams completes review of plans, specifications, other required information, and inspects the site, the application will be approved or rejected, or changes in the plans and specifications, necessary for approval, will be identified.
4. Notify the Division, through its field engineers, when construction is to begin and keep the Division informed of the status of construction work at all times. Inspections will be made during construction as deemed necessary.
5. Upon completion of construction, notify the Division by letter and a final inspection will be made as soon as practicable.
6. As soon as possible after completion of the dam and final inspection by the Division's field engineer, file the following:
  - a. Affidavit of cost of construction with a breakdown of costs, including engineering.
  - b. Additional filing fee if final cost exceeds estimated cost by more than 15 percent.\*
  - c. As-constructed plans in the form of paper prints.
7. A Certificate of Approval will be issued by the Division upon a finding that the dam and reservoir are safe to impound water within the limitations prescribed in the certificate. Impoundment of water must not commence until this certificate is issued.
8. All civil engineering work is to bear the seal or stamp of the responsible engineer and shall be signed across the face with the expiration of the registration shown on or adjacent to the seal. Civil engineering work includes plans, specifications, reports, and documents which are prepared under the Civil Engineering Practice Act.

\* For more complete information, refer to "Statutes and Regulations Pertaining to Supervision of Dams and Reservoirs."